

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		広報番号： Announcement No.	CNFJ-N10-002-15	
		募集締切日： Closing Date	13 Oct 15	
		発行日： Date of Issue	30 Sep 15	
1.職種名 Job title (等級 Grade <u>6</u> / 語学等級 LD <u>3</u>) <h3 style="text-align: center;">Management Analyst, #119</h3> <p style="text-align: center;">(管理分析職)</p> <p style="text-align: center;">Acceptable trainee level (採用可能見習い等級): 1-5</p> <div style="display: flex; justify-content: space-between;"> <input checked="" type="checkbox"/> 事務系 Administrative <input type="checkbox"/> 技能系 Blue Collar Trade <input type="checkbox"/> 保安系 Security <input type="checkbox"/> 医療系 Medical </div>		募集人数 No. of Recruitment <h2 style="text-align: center;">1 名</h2>	4.募集範囲 Area of Consideration I. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity II. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance III. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide IV. <input type="checkbox"/> 外部 Off Base Applicant	
2.部隊 Activity Commander U.S. Naval Forces, Japan Total Force Manpower and Personnel Office (N1) Foreign Labor Office (N10) 勤務場所 Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (__ヵ月 Months)		
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days: Monday thru Friday 月曜日 – 金曜日 勤務時間・休憩 Work Hours/Recess Period: 08:00 - 16:45/12:00 - 12:45 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel				
6.職務内容 Duties See attached Task List.				
7.資格要件／身体条件 Qualification/Physical Requirements a. One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work, OR possession of Master's degree in a related field may qualify him/her at 1-6 level. b. Knowledge of policies, regulations, and procedures pertaining to MLC/IHA personnel management and knowledge of Japanese labor regulations, laws, etc. c. Knowledge and ability to gather, research, and analyze data and/or information to evaluate position management legitimacy. d. Advanced skill in operating computer application Microsoft Access, and skill in operating other computer applications such as Excel, PowerPoint, Word, Adobe Acrobat, etc. e. Ability to monitor and analyze labor budget execution, reconcile and correct labor cost computations, and exercise cost analysis techniques relative to GOJ Labor Cost Sharing. f. Ability to develop and maintain an MS Access database and to analyze personnel and wage data. g. Ability to simultaneously interpret and translate oral or written statements including technical nature from English into Japanese or vice versa. h. Ability to speak, read and write English at fluent proficiency level (LD-3). i. Ability to speak, read and write Japanese at native language level. * An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below. 1-5: a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work, OR completion of 4-year college/university in a related field may qualify him/her at 1-5 level. * Handicapped applicants may be accepted, depending on the degree and kind of disability.				
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional				
学歴 Educational Background : 7/8 欄参照 See blocks 7 & 8		免許証／修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8		

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律 (平成 15 年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

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Management Analyst Task List

General:

Serves as assistant to the Foreign Labor Officer (FLO) and the FLO staff in providing technical and analytical support such as study, research, analysis, coordination, generating reports, etc. that are related to various labor matters handled by FLO.

Major Duties and Responsibilities:

1. Assists the Foreign Labor Officer and MLC Labor Economist in the study, research, analysis, etc. of complex labor issues, and advises on updates to the Japan Labor Law, U.S. safety and medical regulations, etc. applicable to all MLC/IHA positions/employees hired by Navy serviced commands throughout Japan. Assists in conducting position management studies and analyses of the impacts of activity-proposed labor actions and problems, to research and recommend solutions or improvements to the Foreign Labor Officer/MLC Labor Economist. (25%)
2. Advises the Procedures and Compensation Panel (PCP) representative on less-complex MLC/IHA personnel programs such as the Incentive Awards and Uniform and Protective Clothing programs. Advises on Incentive Awards policies and administrative procedures. Coordinates necessary changes to the programs with HRO and/or Navy-serviced commands involved. Also takes responsibilities to coordinate with other service components on establishment of new and revised USFJ forms for MLC/IHA employees. (10%)
3. Assists the senior MLC Management Analyst in charge of Navy's \$450 million/year Labor Cost Sharing (LCS) allocation, shortfall calculation, and end-of-year reconciliation calculation. Ensures accuracy of Government of Japan (GOJ)'s Quarterly LCS Budget Execution Report generated by MOD, which includes total wages and retirement costs for Navy and Navy-serviced DoD and non-DoD activities. Reviews such GOJ reports for errors and seeks out accurate information from the IAA database system and supplemental reports in order to make recommendations for necessary corrections to be made. The incumbent independently establishes the JN labor cost database and monitors the LCS expenditures (by basic items and different allowances paid to employees) among the activities serviced by Navy; and provides cost analyses as necessary. (35%)
4. Serves as interpreter to the Foreign Labor Officer at discussions, meetings, conferences, receptions and other events that periodically take place with Government of Japan officials such as Regional Defense Bureau (RDB), Regional Defense Office (RDO), or Independent Administrative Agency Labor Management Organizations, etc. Translates various labor/legal documents as necessary, such as court documents, Japanese or US laws, technical instructions, manuals, etc. between Japanese and English using specialized subject matter terminology. Translated product is normally reviewed and fine-tuned by the SME in the office for anything that is released for official use. (15%)
5. Designs the MS Access database to maintain the MLC/IHA personnel data provided by IAA in an accurate and timely manner, which requires advanced skill and knowledge of the software. Prepares documents associated with personnel data submitted to GOJ components that are required when such movement takes place as functional transfer, organization name/code change, regionalization, etc. (10%)
6. Performs other related or incidental duties as assigned. (5%)